

**OPEN UNIVERSITY STUDENTS ASSOCIATION**

**Central Executive Committee (CEC)**

19 – 21 October 2018

**CONTROLLER ADVISORY PANEL (CAP) MEMBERSHIP & FORUM GUIDELINES**

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The CEC is asked to:-

- i) **comment and approve** the revised Guidelines
- ii) **comment and approve** the C A P Role Descriptions
- iii) **note** the timeline and scope of the proposed Forum review

1. The forum guidelines have been revised to reflect Election rules which restrict access to Election and By-election forums to Members of the Association. There has been a redefinition of our commitment to service users to reinforce that forums are a safe space.
2. The composition and duties of C A P have been clarified and role descriptions for C E C and Moderator members of C A P drafted.
3. The forum review which was put on hold last year will be recommenced. This will encompass a review of forum structure in 'OU Students Association Live' and the Study Support Forums. There will also be a review of moderators' training to reflect the changes to the Comprehensive Guidelines and the new Volunteers' Code and Bullying and Harassment Policy

**Peter Cowan**  
VP Education / Chair of C A P

**Magda Hadrys**  
Head of Operations